



REVISED

DRO OVERSIGHT COMMITTEE (DROOC) MEETING

AGENDA

FRIDAY, APRIL 24, 2009, 2:00 – 4:00 P.M.

PLANNING, ZONING AND BUILDING

VISTA CENTER 2300 NORTH JOG ROAD

2ND FLOOR CONFERENCE ROOM (VC-2E-12)

TOPICS OF DISCUSSION

- A. REVIEW OF THE 01/23/2009 DROOC MINUTES – (ATTACHMENT A)**
- B. MEMO FROM CHAIR ON DROOC ACCOMPLISHMENTS – (ATTACHMENT B)**
- C. ONGOING LIST OF DROOC TASKS – UPDATE – (ATTACHMENT C)**
- D. 2009-01 ROUND AMENDMENTS - UPDATE**
- E. STATUS OF URA AND INFILL ORDINANCE – DROOC INPUT**
- F. LIST OF ISSUES FROM CHAIR**
 - 1. Review of Public Hearing Process Timeline
 - 2. Zoning/Agency Review Policies
 - 3. The “All Petitions” Condition
 - 4. Filing Fees for changes to Conditions of Approval
 - 5. Update on Subcommittees
- G. CORRECTIVE FEE CODES**
- H. OPEN DISCUSSION**
- I. ADJOURNMENT**



DRAFT

**DEVELOPMENT REVIEW OFFICER OVERSIGHT COMMITTEE (DROOC)
MINUTES OF THE JANUARY 23, 2009 SUBCOMMITTEE MEETING**

PREPARED BY EILEEN PLATTS

On Friday, January 23, 2009 at 2:00 p.m. the DROOC Subcommittee met in the Second Floor Conference Room (VC-2E-12), at 2300 North Jog Road, West Palm Beach, Florida.

Attendance:

Chairperson Collene Walter called the meeting to order at 2:09 p.m.

Members Present

Collene Walter, Chair – UDKS
Jan Polson – Cotleur & Hearing
Bradley Miller – MLPC
Kevin McGinley – Land Research Mgmt.
Jeff Brophy – LDS
Scott Mosolf – UDKS
Pat Lentini – Gentile, Holloway, et al.

Members Present – 7

County Staff Present:

Jon MacGillis (Zoning)
Maryann Kwok (Zoning)
Alan Seaman (Zoning)
Eileen Platts (Zoning)
Wendy Hernandez (Zoning)
Joanne Koerner (Land Development)
Ron Sullivan (Zoning)
Autumn Sorrow (Zoning)
DG McGuire (Zoning)

Members Absent

Ron Last – Last Devenport
Beril Kruger – Beril Kruger P&Z Consult.
Chris Roog – GCBA
Julian Bryan – Julian Bryan & Assoc.
Jon Schmidt – Jon Schmidt & Assoc.
Grace Turner – Miller Legg
Wendy Tuma – UDKS
Gladys DiGirolamo – GL Homes

Members Absent - 8

Motion to Adopt Agenda

Collene Walter, Chairperson, asked if there was a motion to adopt the Agenda. The motion passed unanimously (7-0).

A) REVIEW OF SEPTEMBER 26, 2008 MINUTES (ATTACHMENT A)

Collene Walter then addressed the Minutes from the 9/26/08 meeting. The minutes were adopted with no changes needed.

B) DRO ATTENDANCE BY AGENTS – DO WE AGREE THAT WE DO NOT WANT APPLICANTS ON AGENDA UNLESS IT IS A WORKSHOP ITEM OR PH CERTIFICATION

Collene Walter stated the question of whether or not agents have to attend the DRO meeting as the application moves forward. Jon MacGillis explained that with the ePZB comments/conditions online now, staff knows when agents look at the conditions for the first time and that starts the 6 month window for agents to ask for an extension. There is no reason for agents to go to the first DRO meeting unless they want to workshop their project or feel that the project will be certified at that meeting. If you are on the consent Agenda and want to come to the meeting you are more than welcome. The Agent has to request to be on the Agenda, please specify whether it is for certification or a workshop item. Agents do not have to go to the meeting for certification but being there would put more emphasis on the agencies if they have outstanding issues.

There was a consensus among members that you do not need to attend meeting unless you want to.

C) REVIEW OF NEW PROCESSES AND APPLICATION OF FEE SCHEDULE

Jon MacGillis explained that this item was to inquire if members had any issues with the new fees and changes to processes. Maryann Kwok stated that we do not have any "new" processes but there are a few name changes in the special permit process. Alan Seaman noted a few of the changes.

Jon MacGillis stated that the new fee schedule ordinance is located on the Zoning web site under News Releases. There is also a simplified version of the fee schedule for everyone to use. Kevin McGinley asked when zoning would be taking credit cards. Jon MacGillis stated that he knows that ITS is working on credit card use and it will be at least a year before it is ready to be implemented. Agents will have to pay the credit card surcharge of 3%.

Alan Seaman explained that if agents are requesting a regular zoning confirmation letter the cost is \$35.00, if there it requires less than 5 hours of research the cost is \$175.00 and if it requires more than 5 hours of research the cost is \$175.00 plus \$35.00 each additional hour.

D) EARLY SUBMITTAL OFF THE BCC – IF ON ZC CONSENT YOU CAN SUBMIT A MONTH EARLY AND CLARIFY DRO ADMIN REVIEW FOR ALAN’S PROCESS

Collene Walter noted that a Policy Memo has been issued by the Zoning Director in November 2008. Early submittal will be effective February 1, 2009. If there are no existing problems and you submit early it cuts out 2 months from the review process. If applicant has minor site plan changes there is Alan's process for DRO Zoning Review.

There is also a policy now that if you do not show phase lines on the site plan at the time of the initial final site plan approval that you cannot add them through the agency review. Both Jon MacGillis and Maryann Kwok explained that if you want to put phase lines on site plan you are responsible for review application/resolution and drafting letter to Zoning Director.

E & F) REGULATING PLAN – ULDC AMENDMENT IN 2009-01 & UPDATE ON URA – INFILL CODE ADOPTION SCHEDULE

Maryann Kwok explained that the concept for this proposed code amendment in 2009. Certain details on the regulating plan provided at Final DRO will be more detailed while at the BCC more general. As of now you have to show everything on the Regulating Plan until the revision gets adopted at the 2009 Amendment Round.

Jon MacGillis brought up staff is to review the DRAFT URA and will schedule a meeting with DROOC planning review prior to LDRAB.

G) OPEN DISCUSSION

Jon MacGillis mentioned that he met with Commissioner Koons and that he stated he would like a memo on the status of improvements to DRO Review Process. Jeff Brophy and Collene Walter offered to meet with Commissioner Koons to update him in person.

Alan Seaman mentioned that he is working with Jeff Brophy on allowing amendments to site plans be done electronically and locking them to only specific changes. Agents will be able to change them with auto cad from their laptop when they come in for changes. There will still be the options of changing the site plan by hand for the agents who do not use auto cad.

Bradley Miller stated that he and other agents have been having trouble at the public hearing level request of public notification. Dodi Glas agreed and stated if current notice requests don't work we need to amend code. Applications are getting delayed because of residents from properties further than the required 500' complain at the BCC at the last minute.

H) ELECT NEW CHAIR AND VICE CHAIR

Jeff Brophy was nominated and elected as Chairperson and Scott Mosolf was nominated and elected as Vice Chair.

I) MEMBERSHIP OF DROOC – REVIEW OF CURRENT MEMBERS AND NOMINATIONS FOR NEW MEMBERS

Bill Whiteford suggests that a memo be sent out every December asking the DROOC members if they wish to remain as DROOC Members. Collene Walter requested staff to confirm that all current members still want to be on the committee.

J) ADJOURNMENT

The next DROOC meeting is on April 24, 2009 from 2:00-4:00 p.m.
The meeting was adjourned at 3:35 p.m.



MEMORANDUM

DATE: March 3rd, 2009

TO: The Honorable Jeff Koons, Chairperson and Members of the Board of County Commissioners

FROM: Jeffrey Brophy, ASLA
DROOC Chairperson

RE: Development Review Officer Oversight Committee (DROOC)

It has come to the attention of the Development Review Officer Oversight Committee (DROOC) that several local organizations have requested information regarding the status of the development review process within unincorporated Palm Beach County. The following memo is a follow-up to an earlier document sent by the Zoning Department to the BCC and outlines the changes being implemented by the DROOC, a committee formed to assist in the revisions of the development process to improve the function and timing of review within the County. Also outlined below is how local organizations can get involved in assisting the DROOC in addressing issues and implementing changes to the current review process, as well as how to get updates to the process as they become available. It is important to the DROOC that the recommendations and decisions made are a result of all those effected within the industry, not just those that represent the projects through the review process.

DROOC

The DROOC is an ad hoc committee comprised of private industry professionals that provide input to the PBC Zoning Division related to the matters of the development review process. Membership includes professional Planners, Architects, Landscape Architects and Engineers who represent both private and public clients through the development review and permitting process. The committee meets quarterly with representatives from Palm Beach County Zoning, Building, Planning and Engineering Divisions to identify issues with the current review process, and implement changes to assist in either improving the function of the review or streamlining the process in general. In addition to the quarterly meetings, an annual "Brown Bag" lunch meeting is held to inform all interested parties of the changes that have been implemented and to listen to ideas from those that may not have the chance to be involved otherwise. Many of the organizations copied on this memo have not attended the annual meeting in the past, but I encourage them to do so if there is any interest in how the development review process effects their profession or the economic well being of the County in general. This year the meeting is tentatively scheduled for Friday, August 21st between 11am-1pm at the PZ&B Building.

For a full list of DROOC members, meetings calendar, agendas and minutes, please visit:
<http://www.pbcgov.com/pzb/Zoning/dro/DROOversight.htm>

DEVELOPMENT REVIEW CHANGES-IMPLEMENTED

While there have been substantial changes to the review process since the DROOC was formed in 2001, the focus of this memo will be the changes made within the last few years, as they have had the greatest impact on how the current process is organized.

1. **Extended Initial Review Period**

The review time from initial submittal to a DRO meeting was extended from 5 weeks to 7 weeks, allowing staff to review the project, issue comments and allow a resubmittal prior to the first DRO meeting. In the previous 5 week system, this was not available and applicants had virtually no chance of gaining DRO approval at the first meeting due to the timing of resubmittals. This has substantially increased the number of projects being approved through the first round of DRO meetings. The addition of 2 weeks on the front end of the project has reduced the amount of follow-up and additional DRO meetings needed in order to gain certification.

2. **On-Line Responses to Staff Comments (ePZB)**

Once an application is submitted for review, staff makes comments through an online system available for viewing by the general public, including applicants. Applicants are able to enter responses to the comments based on their resubmittal. The benefits to the system is that it has created transparency during the site plan review level as the general public can view the comments posted online. In addition it has streamlined the process by getting comments out faster to applicants. Finally, it holds staff and the applicant accountable for the timing of their comment/response entry as there are clearly defined deadlines that need to be met before being 'locked out' of the system. Additional information can be found at the County website at the following link:

http://www.pbcgov.com/pzb/Zoning/newsrelease/september2008/comment_screen_training.pdf

3. **Early Submittal of Final DRO Site Plans.**

In order to expedite the Final DRO Site Plan process, two new processes have been initiated. The first allows for plans with only minor deviations to skip the full DRO review process and be amended through the Agency or Zoning review, saving months of review time. The second are for those that require full review, but have no issues during the public hearing process. The Zoning Division is allowing applicants early submittal after Zoning Commission, but before BCC for those projects that are on the consent agenda. Overall, this allowance will save two months of review time.

Please go to the link below for the press release regarding this process:

http://www.pbcgov.com/pzb/Zoning/newsrelease/december2008/dro_off_bcc_board.pdf

DEVELOPMENT REVIEW CHANGES-CURRENT PROJECTS

1. **Concurrent review of Final Site Plan/Permit drawings**

Within many of the municipalities in Palm Beach County, Final Site Plan review is done concurrently with final Engineering plans, architecture, and other permits. A sub-committee has been established to investigate whether this type of process can work within the PBC system. Currently, there is a pilot program that will accept projects that are willing to submit all permit drawings up front, as long as there are no unresolved platting issues. The task force continues to work with staff on incorporating all permit issues into one review process.

2. **ULDC Amendments**

While the Land Development Regulation Advisory Board (LDRAB) makes recommendations to the BCC on code revisions, the DROOC reviews the code for inconsistencies and problematic sections that hinder the review process. Current code amendments include changes to the requirements of the regulating plans for site plan submittals which will allow for most code required and BCC directed details to be specified at time of Final Site Plan, as well as options for DRO review thresholds and initial Public Hearing Site Plan requirements.

It is important to the members of the DROOC that we inform those throughout the industry on the changes being implemented, and ask for additional suggestions on making the process more streamlined, user friendly and consistent throughout unincorporated PBC and the individual municipalities. While we can offer suggestions based on our own professional experience, it is important to understand the issues as felt by other industry and County organizations and we encourage your input.

Those interested in any of the changes implemented by the DROOC, as well as the current committee's activities and news releases from the County are encouraged to visit the Zoning Division's homepage:

<http://www.pbcgov.com/pzb/Zoning/index.htm>

Zoning has done a tremendous job of providing as much information as possible on their website.

Should you have any questions, comments, or suggestions regarding the development review process or the DROOC, please do not hesitate to contact any of the members as listed online or Jon MacGillis, Maryann Kwok or Wendy Hernandez of the PBC Zoning Division.

cc: **Michael Jones, Economic Council of Palm Beach County, Inc.**
Ken Kahn, Business Development Board
Anna Yeskey, Palm Beach County Intergovernmental Plan Amendment Review Committee
Chris Roog, Gold Coast Builder's Association
Michael Busha, Treasure Coast Regional Planning Council
Chris Barry, Palm Beach County Planning Congress
Daniel Holbrook, Florida Chapter of the American Planning Association, Treasure Coast
Ignacio Reyes, American Institute of Architects, Palm Beach Chapter
Jonathan Haigh, American Society of Landscape Architects, Treasure Coast
Ana Carmen V. DeMelo, American Society of Civil Engineers, Palm Beach Chapter
Michelle Anaya DePotter, Associated General Contractors of Greater Florida, Inc.
Jamie Titcomb, Palm Beach County League of Cities, Inc.
Carol Bowen, Associated Builders and Contractors
Natasha Cannon, PBC Construction Industry Management Council
Skeet Jernigan, Community Economic Development Council of South Florida
Harry Tanen, Acreage Builders
Jon MacGillis, Director, PBC Zoning Department
Scott Mosolf, Vice-Chair, Development Review Officer Oversight Committee

Item No.	Task	Lead Person	Section	Comments	Milestone Dates	Testing	Training	Implementation	Status of Task (O/C)	Hyperlink to documents
1	Final DRO projects off the Board-Request to allow DRO Administrative Review (Agency Review) to process final DRO applications off the BCC. This would save time in the review process by not having to put these applications on the regular monthly DRO meeting. My recommendation was we could do a pilot program with your offices to take one or two application that were for a DRO/EAC with not site plan modifications and process them first. This would allow us to test the process with Zoning and other Agencies. Alan suggested if this process is implemented he would request the PM for the application to review it. So, I suggested allowing off the board applications to come in ONLY on Tuesdays and the applicant would have to arrange an appointment through Alan's secretary to ensure PM was going to be available. If this process works well for EAC will could expand it to other off the Board applications. Note, we tested ePZB today and all types of applications that have comments (including Alan Seaman's process) are available on the Web for applicants to view.	Jon, Alan S	Adm Review	Implementing	12/1/2008	2/1/09	Feb-Apr 2009	2/1/09	Closed	Memo
2	Early Submittal for DRO applications that are on ZC Consent-request to allow applications to be submitted for DRO prior to BCC approval, but not get approved. until BCC approval. This would save approximately 1 month of the review process. I stated I would consider this request but we need Agency input.	Jon, Wendy	CD	Implementing in February. Will take 2 months of process	Jan 2009 DROOC final review of process.	2/9/09	N/A	2/9/09	Closed	
3	Regulating Plan-Discussion on amending ULDC Article 3 and Tech Manual to require these plans at final DRO or establish criteria when Zoning needs them at time of ZC/BCC (large projects, etc). Jon and MMK agree with industry that this can be explored and possible ULDC amendment in 2009-01. We also discussed Master Sign Program and Master Sign Plan. We agreed we should discuss when and what needs to be submitted at Public Hearing and final DRO for Signage at the next DROOC Meeting.	Jon, MMK	CD	2009-01 Round of Amendments. DROOC in favor of amendment to limit was is shown on BCC Regulating plan, keep	4/1/2009		N/A	Update from Maryann on Regulating Plan.doc	Open	

Item No.	Task	Lead Person	Section	Comments	Milestone Dates	Testing	Training	Implementation	Status of Task (O/C)	Hyperlink to documents
4	Landscape Permit-Suggestion to implement a Landscape Permit at time of building permit Submittal. We do collect fees at building permit review for landscape review so this would be simply creating a permit that would be done at that time in ePZB. NO new fees or change to process just collecting what we should be for Landscape Plan Review. Jon will explore this suggestions. Industry does NOT want ZC/BCC Conditions requiring Landscape Plans to be submitted prior to final DRO approval. Zoning added this condition to some recent approvals.	Jon, Jan, Rodney	Landscape	2009-01 Round will investigate requiring a Landscape Permit.				Landscape Permit DRAFT.doc	Open	
5	Final DRO approval process-discuss a possible new process that would allow an application to: a. submit off BCC with site plan b. submit off BCC with applicant to combine both final site plan and building review process into one new process. ---Jon explained that David F. was exploring this concept with DROOC 3 years ago but it did not go anywhere. Jon suggested a possible Pilot Program with the new Infill/Redevelopment or URA working with DRO Agencies and Building Permit Agencies to start discussion is this is even realistic for PBC. Would save time on process and for both applicant and staff. Jon will raise to Barbara A.	Jon, MMK, Wendy	CD	Need a meeting with BA to discuss with Building creating Task Force				..\\..\\..\\..\\CODEREV Research - Central\DRO Building Permit Review Task Team\Template Ltr for Interested Parties.doc	Closed	
6	Typeable Zoning Applications-Collene was appreciated the applications are now being loaded on Zoning Web Page so they are typeable. She requested the fields be unlocked to allow unlimited text. Jon requested Carol Ann to accommodate this request today.	Jon, Carol Ann	ITS	Completed					Closed	
7	EAC Applications-Why are agencies adding new conditions not related to the request to simply delete or modify a condition. Collene to send Jon examples so he can respond back to whether or not the conditions have a rationale nexus of EAC.	Jon, DRO Agencies	CD	Jon discussing with DRO Agencies				Jon MacGillis - Re Fwd Status-Zoning Application Project.pdf	Open	

Item No.	Task	Lead Person	Section	Comments	Milestone Dates	Testing	Training	Implementation	Status of Task (O/C)	Hyperlink to documents
8	Postage-Collect at certification since Post Office keeps raising fees. This request came from Bradley Miller. Jon said no, we need funds up front and we are only talking about application in process that have not had application already mailed. Donna is good to notify applicants at DRO on postage increases.	Jon	CD	Jon addressed					Closed	
9	Fees-Brown Bag-Barbara wants to move meeting up and go over Zoning/Planning proposed fee increase. Collene okay with that just wants confirmation on date/time.	Jon, MMK, Collene	CD	Eillen finalizing date in June	1/2/2009			Implement new Fees January 1, 2009	Closed	
	KEY:									
	O=Open									
	C=Closed									